STANDARD OPERATING PROCEDURE

COVID-19 Recovery
Dance Classes and Rehearsals

INTRODUCTION

Scope
This Standard Operating Procedure (SOP) applies to Dance class and rehearsals in Studios and Venues across The Faculty of Fine Arts and Music, Southbank Campus.

Purpose
This Standard Operating Procedure (SOP) outlines measures put in place to address the risk of exposure to coronavirus relating to Dance classes/rehearsals and practice.

GENERAL PRACTICE and SOCIAL DISTANCING

Supporting Documents
- Resumption of Campus Based Activity Plan
- Refer to the Faculty-based - COVID-19 SOP’s
- COVID-19 SOP No.001 Social Distancing
- COVID-19 SOP No.003 Common Areas
- COVID-19 SOP No.006 General Cleaning

PRIOR TO CLASS

- Academics and lecturers are to determine what expectations are to be communicated to participants taking into account discussions with the overall University’s policy relating to Covid-19.
- Academics and lecturers to consider creative and choreography adjustments.
- Consult with and give staff and students the chance to express their views, raise WHS issues and contribute to decision-making.
- Communicate the agreed list of requirements to participants prior to activity commencement.

- Risk assess and plan based upon the activity and other rehearsal or class activities.
- Masks must be worn in all areas of the building.
- Locker access is suspended until further notice and students will need to bring their personal items with them into class and store these under the seats in the storage spaces.
- There will be no shower access until further notice.
- There will be no access to the Pilates Room until further notice.
- Only 1 person per toilet block.
- Only enter via main entrance on the GROUND level. Only EXIT via level 2 - past offices and room 207, down fire exit stairwell.
- Shoes are to be removed on entrance of the building and put into your own bag. Personal items such as shoes, hats and bags are the responsibility of the student or staff member and are to be wiped down regularly.
- Personal items are not to be shared – yoga mats, blocks, towels, water bottles, pens, pencils, notebooks and other stationary are the responsibility of the individual to provide.
- Mobile phones or other items are not to be placed upon shared surfaces (i.e. Tables, chairs, etc.)
- At end of Ballet Class students are to wipe down their place on the ballet barre using sanitizer.
- Cleaning/sanitising protocols are to be discussed by academic or lecturer running the class please refer to COVID-19 SOP No.006 General Cleaning.
- Performers/creatives who are not required in classroom should be asked to leave and those whose classes are complete for the day are to leave the building as soon as possible.
- Barres are to be wiped down before class begins. Please also refer to COVID-19 SOP No.006 General Cleaning.

CLASSES

- Communicate all risk mitigation plans and processes to class cohort.
- Restriction of the number of personnel in the studios to essential personnel only as per Government Guidelines for room size to ensure.
social distancing is maintained
- Minimise the number of people present in the workplace by restricting all non-essential visitors.
- As much as possible manage social distancing back of house i.e., provide indicators of distance (1.5m) spaced out chairs, outline no go zones around operators (1.5m/4sqm)
- All control-desks, computers, keyboard and automation controls are to be wiped down after and before commencing work for every rehearsal and/or staff change.
- Minimise staff handling or using equipment, limit to electronics. Non-essential staff not to touch items.
- Regular breaks every 2 hours should be considered to allow air circulation of the rehearsal room.
- Staggered breaks in Room 207
- Year Groups stay in their assigned studio and no swapping of studios or assigned class groups
- As much as possible one-way traffic flow
- Studios will be ventilated by opening windows at the end of each class and doors maybe wedged open to optimize ventilation wherever possible.
- Regular cleaning and sanitizing, with floors cleaned by professional grade sanitizer every night
- Sanitising products and time to be provided for this

Injury Prevention
- Slowly and gradually build your class workload
- Careful with volume, speed and intensity
- Body needs to adapt to change of floor surface due to cleaning protocols.

Physiotherapy
- Contact physiotherapist for appointment if needed
- Online consultations
- Scheduled appointments only
- Face masks must be worn by dancers and therapists
- Handwash before appointment and after appointment

Rehearsal
- Maintain physical distancing as much as possible when rehearsing.
- As far as practicable minimise time spent within the 1.5m (15min). Once choreography is defined and agreed, reduce number of times this choreography is undertaken until technical rehearsals or restrictions change.
- Both in rehearsals and in choreography, there should be no kissing or close mouth-to-mouth proximity. Consider use of PPE as option if action is essential.

MONITORING

- Class registers / roll calls are to be provided by academic / lecturer running the class notating class start and end time.
- Class schedule i.e. list of people in ASIMUT room bookings
- Schedule classes to minimise numbers of participants, allow time for change-over of personnel, allow time for cleaning if required.

CLEANING

General
Refer to Faculty-based - COVID-19 SOP’s
COVID-19 SOP No.006 General Cleaning

Dance Studio Floors will be cleaned every 24 hours by University cleaning contractors. Floor will be hot mopped with disinfectant.

Equipment
Please refer to the Faculty-based - COVID-19 SOP’s
COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection

DAMAGE / FAULTS / ISSUES

Damage, Faults or Issues
Report cleaning, furniture, grounds and amenities, lighting and power, general maintenance, plumbing, or technology matters using the Snap Send Solve app: https://www.unimelb.edu.au/your-campus
Staff are also able to log facility and IT service requests via the Staff Services Portal: https://unimelb.service-now.com/facilities
In addition to reporting the issue academic and technical coordinators related to the venue should be informed.
Contact Southbank Security for urgent response to faults requiring immediate attention.

TROUBLE SHOOTING

Contacts
Technical issues:- Candy Cooper 0466943681
Security: southbank-security@unimelb.edu.au
Campus Services: southbank-maintenance@unimelb.edu.au
Fine Arts & Music Facilities: fineartsmusic-io@unimelb.edu.au
Access Requests: fineartsmusic-ioaccess@unimelb.edu.au
Bookings: fineartsmusic-bookings@unimelb.edu.au
Learning Space Support (AV/IT): 8344 0777

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EMERGENCY

Security
In the case of emergency please contact Campus Services/Security. Security personnel have training in responding to first aid and emergency situations.

CAMPUS SERVICES/SECURITY (SOUTHBANK): 9035 9311
(Internal phone: 59311 or 0 9035 9311)
SECURITY 24HRS (PARKVILLE): 8344 6666
(Internal phone: 46666 or 0 83446666)

External Assistance
Always call security alongside external assistance to provide immediate support along with access and direction for emergency services to reach the required location.

EMERGENCY SERVICES (Police/fire/ambulance): 000
NURSE ON CALL: 1300 606 024
LIFELINE: 131 114
POISONS INFORMATION CENTRE: 131 126

To use an internal phone dial 0 before the listed number.

First Aid
First aid kits with contact lists of first aid trained staff are located in each building. Use first aid supplies and call for assistance as required. Note we will need additional first aid materials eg. gloves. Report low supplies to staff.

Report any incident, illness, injury or near miss to staff asap and submit an incident/hazard report within 24 hours.

Evacuation Instructions

Upon hearing the Alert Tone (beep, beep, beep, beep) prepare to evacuate and await emergency instructions. Upon hearing the Evacuation Tone (whoop, whoop, whoop), or being instructed to evacuate:
1. Move to the assembly area as directed
2. Remain in the assembly area until advised by Emergency Personnel, Wardens, or Security that it is safe to leave or return to the building

Emergency maps are located at main exits.

Evacuation Assembly Points
East (St Kilda Road) side of campus: Lawn area outside B863 HUB
West (Sturt Street) side of campus: Linear Park (adjacent Building 879)

COVID-19 Reporting
Where there are issues associated with COVID-19 requirements:
- Immediately report to your supervisor/manager
- Follow local specific procedures
- Refer to the UOM COVID-19 Response website

If any student or staff member suspects that they may have COVID-19 and are experiencing symptoms such as fever, cough, sore throat, runny nose, loss of sense of smell/taste or generally unwell, they must not come to campus or go home if they are already on campus. They should follow advice from the Victorian Department of Health and Human Services (DHHS), call the dedicated hotline on 1800 675 398 and seek medical advice from University Health Services or their GP to arrange a COVID-19 Test.

Once the student or staff member have sought medical advice and have had a COVID-19 Test, they should notify the University by contacting Campus Community: campus-community@unimelb.edu.au

REFERENCES
Legislation
Occupational Health & Safety Act 2004
Occupational Health & Safety Regulations 2017

Standards
Safe Work Australia
Safe Work Australia - social distancing

Codes and Guidance
Department of Health and Human Services (VIC)
University Procedures/Guidance
Health and Safety Policy (MPF1205)
Appropriate Workplace Behaviour Policy (MPF1328)
Student Conduct Policy (MPF1328)

Health and Safety Responsibilities
Health & Safety Management System
FAM Resumption of Campus Based Activity Plan
Routine Cleaning Disinfection Checklist Guidance
ASIMUT Guide
UOM COVID-19 Response

Faculty of Fine Arts and Music – Framework for the Resumption of Campus-Based Activity at the University of Melbourne
Faculty of Fine Arts and Music – Framework for the Resumption of Campus-Based Activity

Faculty-based COVID-19 SOPs (staff accessible)
COVID-19 SOP No.001 Social Distancing
COVID-19 SOP No.002 Staff Areas
COVID-19 SOP No.003 Common Areas
COVID-19 SOP No.004 Signage
COVID-19 SOP No.005 PPE Purchasing
COVID-19 SOP No.006 General Cleaning
COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection
COVID-19 SOP No.008 Computer Labs
COVID-19 SOP No.009 FTV Student Spaces
COVID-19 SOP No.011 Music
COVID-19 SOP No.012 Building 862
COVID-19 SOP No.013 Recording Studios
COVID-19 SOP No.017 Building 879 Studios
COVID-19 SOP No.018 Building 879 Space 28
COVID-19 SOP No.020 Building 873 MMA
COVID-19 SOP No.021 Building 871 Red Shed
COVID-19 SOP No.022 Building 872 GST